REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
RAB - 4

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
Records Management Program Report		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		X	ADMIN. GENERAL
	LOGISTICS		SECURITY			OTHER (specify)
	MEDICAL		FINANCE			

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Semi-Annual	2

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
RAB	Reports from Staff personnel

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 12-6	7.96		45		477.60				
7-10	5.06		8		40.48				
14-4	10.39		20		103.90				
					621.98		2		1243.96

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$1243.96

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report on Program to Higher Echelons of Management

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS / OTHER (explain)	Reduce Content 5%		
X CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17.	ING INFORMATION	18. EXTENSION
10/9/70			